

If you teach several sections of the same course and want to copy course content from one section to the others, the best way to do it is by using the **Export/Import process**. You can choose to copy the whole course content or only specific course areas.

The Blackboard shell from which you want to copy is called the **Source Course** and the empty one to which you copy is the **Destination Course**.

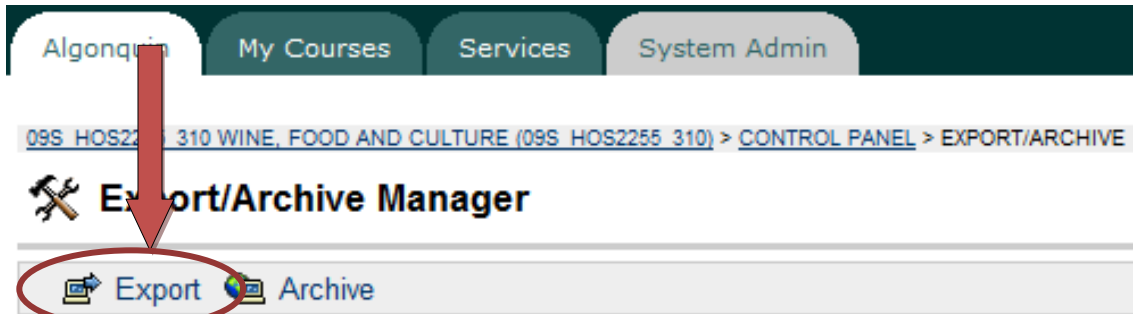
Please note that the "Course Copy" option is currently unavailable in Blackboard 7.3.

Part A: Exporting Content from the Source Course

- **Step 1:** Go to the **Source Course**, click Control Panel and then **Export Course**



- **Step 2:** Click **Export Course**.



No packages exist for this course.

- **Step 3:** Select the material you would like to copy over to the destination course.
 - If you are copying tests, surveys or pools, please note that both the area under "**Content**" and also the "**Tests, Surveys, and Pools**" option must be checked in order to have the tests, surveys and pools copied over to the destination course.
 - To transfer over assignments created with the Blackboard Assignment Tool, please note that both the content area where the assignments exist in the source course and also the "**Gradebook Items and Settings**" option must be checked.
 - The "**Adaptive Release rules for content**" option will become available once you check one or more **Content** areas.

[09S_HOS2255_310 WINE, FOOD AND CULTURE \(09S_HOS2255_310\)](#) > [CONTROL PANEL](#) > [EXPORT/ARCHIVE](#) > EXPORT COURSE

Export Course

1 Course Selection

* Source Course ID 09S_HOS2255_310

2 Select Course Materials

Select materials to include in the export package. For a package to serve as an exact record, including user records, use Archive instead of Export.

- Content
 - Course Information
 - Course Documents
 - Assignments
 - External Links
 - Quizzes / Exams
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

- **Step 4:** Click **Submit**.
- **Step 5:** The following message will appear. Click on the **OK** button and then on the **OK** again on the next screen.

09S_HOS2255_310_WINE, FOOD AND CULTURE (09S_HOS2255_310) > CONTROL PANEL > EXPORT/ARCHIVE > EXPORT COURSE

Export Course

This action has been successfully queued. An email will be sent when the process is complete.

Friday, July 17, 2009 12:58:28 PM EDT

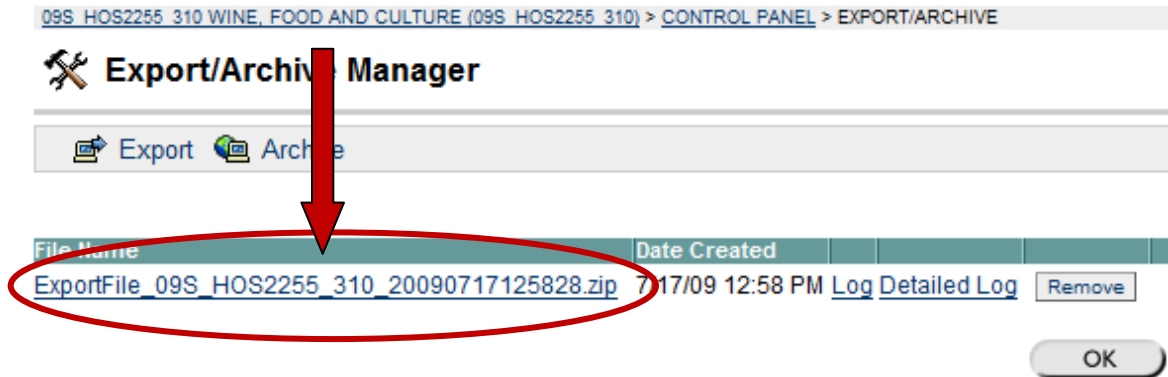
- **Step 6:** In a few minutes, an automatic email from **Algonquin Blackboard** (bbhelp@algonquincollege.com) will be sent on your Algonquin email account once the export is complete.
- **Step 7:** In Control Panel, click on the **Export Course** again.



Course Options

Manage Course Menu	Import Course Cartridge
Course Design	Import Package
Manage Tools	Export Course
Settings	Archive Course
Course Copy	

- **Step 8:** A .zip file will be ready for you to download. Right click on the .zip file and then choose "Save Link As" if you are using Mozilla Firefox or "Save Target As" if Internet Explorer is your browser. Save the file to your computer.



Part B: Importing Content into the Destination Course

- **Step 1:** Go to the **Destination Course**, click Control Panel and then **Import Package**.



- **Step 2:** Browse your computer to the location where you previously saved the .zip file.

09F_HOS2255_310 09F_HOS2255_310 WINE, FOOD AND CULTURE (09F_HOS2255_310) > CONTROL PANEL > IMPORT PACKAGE

Import Package

1 Course Selection

* Destination Course ID 09F_HOS2255_310

2 Select a Package

Browse to locate the course package:
Uploading large files may take a long time.

*



- **Step 3:** Place a checkmark next to the areas you want to import into the **Destination Course**. Please note that you can choose to import less material than you have exported from the **Source Course**.

3 Select Course Materials

Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.

- Content
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

➤ **Step 4:** Click **Submit**.

In a few minutes, you will receive an automatic email from **Algonquin Blackboard** (bbhelp@algonquincollege.com) with the import confirmation.

*Please note that some of the buttons in the **Destination Course** won't show up on the right hand side in the student view. You will have to make them available from **Control Panel/ Manage Course Menu**.*